

REQUEST FOR PROPOSAL

Sussex County

Moderately Priced Housing Unit Program

Background and Purpose

Sussex County seeks the creation of a full range of housing choices conveniently located in suitable living environments for its residents of moderate income. In furtherance of this objective, on January 17, 2006 the Sussex County Council (the "Council") passed Ordinance No. 1821 entitled "An Ordinance to Adopt Chapter 72 of the Code of Sussex County Relating to Moderately Priced Housing Units" (the "MPHU Program", or the "Program"). The Ordinance promulgates rules and regulations for a program having as its goal the creation of moderately priced housing units. The Ordinance addresses program administration, zoning, processing, residency requirements, purchase, sale, resale, financing, ownership, transfer and enforcement and can be found with its amendment at www.sussexcountynj.gov under the "Online Services" tab.

The Ordinance further establishes a Request for Proposal ("RFP") process to select Program participants. The RFP process will:

- Allow the County to manage the number of potential development projects participating in the Program.
- Allow the County to manage the number of MPHUs created until the actual market for affordable housing in Sussex County is better understood and quantified.
- Allow Applicants (as defined in the Ordinance) to present alternative approaches to lot sizes, housing types, density incentives and other Program features to encourage better overall land use, creation of MPHUs in high land cost areas or similar potentially desirable outcomes. Alternative approaches deemed successful by the Council may be incorporated in future amendments to the Ordinance. All proposals must, however, provide at least the minimum number of MPHUs per the Ordinance requirements. Proposed projects must be within Town Centers, Development Areas, Environmentally Sensitive Developing Areas, or designated in a town's comprehensive plan as lying within its growth and future annexation area; and, be priced to not exceed the maximum sales prices established in Exhibit B.
- Ensure that the letter of the Ordinance produces results that are consistent with the spirit of the Ordinance by allowing Council to amend the Ordinance as needed based on actual experience.

The Rolling RFP Process

1. **Schedule a preliminary meeting with the Department for orientation to the Program**
2. **Schedule follow-up meetings as necessary to ensure completeness of application**
3. **Submit application when completed to the Department for review**
4. **Once approved by Department and County Council, the project may move on to the Planning & Zoning Commission for an expedited review**

Applicants desiring to participate in the RFP process must schedule a meeting with the Director and Housing Coordinator of Community Development & Housing for orientation and to receive the

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guidelines. The Applicant will have no deadline for which to turn in the completed application. The Applicant may schedule additional meetings with Department as necessary.

Applications are to have Exhibit C attached hereto as its cover sheet and completed to indicate that all required information is included. Applicants should work with Department staff to ensure their application is complete prior to submission. Incomplete submissions will be returned. *Submissions should be simply and concisely presented. Elaborate or costly colored plans, renderings or models are not permitted and may not be accepted*

Applicants are to submit **four (4) complete copies** of the information identified in Exhibit A to the Department at the following address:

Department of Community Development & Housing
Attn: Housing Coordinator
22215 DuPont Boulevard
P.O. Box 589
Georgetown, DE 19947

After verification that all required information is included, submissions will be reviewed by the Departments of Community Development & Housing and Planning & Zoning (the "Departments"). The Departments will review the submissions and determine how the proposals respond to the Ordinance and to the intent of the Program. A written report on the Departments' findings and recommendations will be provided to County Council.

The Council will review the Department's report during a regularly-scheduled Council Meeting, but may also schedule a work session to discuss the report. County Council will determine the proposals eligible for participation in the Program.

Following the Council's selection, Applicants may submit proposed projects to all state and local agencies in accordance with all applicable regulatory procedures. The Program does not automatically modify the approval process for site plans or subdivisions, although, as stated in the Ordinance, Council may, in its discretion, modify zoning, zoning criteria and zoning processes to achieve the objectives of the MPHU Program.

Qualifications

The County Council may modify or terminate this process at any point that it deems it in the best interest of the County to do so. The County reserves the right to reject any proposal that it deems not to be in compliance with the RFP process.

Developers that have already completed the Planning & Zoning process may apply to the MPHU Program. However, the Applicant must be in full compliance with all the conditions of the Ordinance

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to participate. The Applicant will *not receive bonus density or an expedited review* for participation, as the Planning & Zoning process is already finalized.

No legal obligations of any kind with respect to any property will be created by this RFP process. Legal obligations will only be created upon (1) the execution of an MPHU Agreement per the Ordinance and (2) receipt of all public approvals required for development in Sussex County.

Applicants are responsible for all costs associated with participation in this process and bear all risks associated with changes in or termination of the process.

Applicants are advised to thoroughly familiarize themselves with all elements and mechanics of the Ordinance. A proposal will be deemed to be in full compliance with every provision of the Ordinance unless otherwise stated.

Questions should be directed to Brandy Bennett, Housing Coordinator, Department of Community Development & Housing at (302) 855- 7777 or bennnttt@sussexcountyde.gov.

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EXHIBIT A

I. Applicant Information

1. Name
2. Address
3. Voice and facsimile telephone numbers
4. E-mail address
5. Housing development experience in Sussex County and elsewhere
6. Experience with MPHU programs and incentive density constructs
7. Describe the form of legal organization and names of owning persons

II. Property Information

1. Property name
2. Proposed subdivision name
3. Parcel(s) and tax map numbers
4. Property size
5. Current zoning (include any proposed changes in zoning)
6. State investment level
7. Comprehensive Plan designation

III. REQUIRED Documentation

1. Site context map covering five mile radius around the property (scale: 1 in. = 1 mi.) showing relationship to community infrastructure (e.g., roads, shopping, employment areas, schools, medical facilities, etc.) and surrounding residential areas
2. Evidence of property ownership or control (e.g., deed, contract, etc.); if a contract, copy of the contract with proprietary economic information redacted
3. Record plat
4. Existing conditions plan (scale: 1 in. = 200 ft. min.) showing property boundaries, topography with 2' contours, existing improvements (if any), sensitive physical features such as forests, wetlands, tax ditches, streams and areas of steep slope
5. Phase 1 Environmental Assessment (if available)
6. PLUS comments
7. Preliminary subdivision plan (scale: 1" = 200 ft.) that includes:
 - a. Road layouts
 - b. Lots with key dimensions and areas; NOTE MPHU LOTS

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- c. Open space
 - d. Wetlands
 - e. Forests
 - f. Sewer and water systems and, for onsite systems, areas dedicated thereto
8. Evidence from water and sewer utility sources that utilities will definitely be provided to the property

IV. Proposed Project

- 1. Identification of any Density Incentive sought in excess of the Ordinance
- 2. Identification of proposed deviations from the otherwise applicable zoning and subdivision requirements (e.g., lot dimensions and areas, setbacks, etc.)
- 3. Total number of proposed housing units
 - a. Number of market rate units, estimated sale prices and square footages
 - b. Number of Moderately Priced Housing Units
 - i. Number of Tier C MPHUs, estimated sale price, square footage and plans
 - ii. Number of Tier B MPHUs, estimated sale price, square footage and plans
 - iii. Number of Tier A MPHUs, estimated sale price, square footage and plans
- 4. Community amenities
 - a. Identify community amenities
 - b. Estimated **annual** cost per lot
- 5. Building entity
 - a. Identify building entity
 - b. Specific experience with and of the building entity and relationship to Applicant
- 6. Identify the method of marketing MPHU units (e.g., multiple listing service, personal sales team, licensed agents, etc.)

V. Narrative *(Do not exceed two single-spaced pages with font size 12)*

- 1. Describe how the proposed project is consistent with the Ordinance and, if and where not, the associated public benefit
- 2. Describe how the proposed project will contribute to the long-term affordability of the MPHUs and the benefits provided to the MPHU homeowners.
- 3. Provide such other input as Applicant desires

VI. Points

Sussex County Council created the Moderately Priced Housing Unit Program to help the moderate-income residents of Sussex County purchase homes without the financial strain of inflated real estate prices. To further assist with affordability, the list below includes several different options that will contribute to the long-term affordability of the homes. *To be eligible to receive points, indication of the options listed below must be made in the narrative AND/OR site plan and floor plans.*

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*Although optional, this section will be used to prioritize projects during the Department's presentation to Council.

Options	Received Points	Possible Points
ENERGY STAR appliances, windows & doors		
<i>Washer and Dryer</i>		2
<i>Dishwasher and Refrigerator</i>		2
<i>Heat Pump</i>		3
<i>Central AC</i>		3
<i>Windows, Doors, & Skylights</i>		4
TOTAL		14
Universal Design		
<i>Main Entry</i>		4
-No steps, barrier free		
-Covered entry		
-Sidelight on lock side of door		
<i>Doors</i>		4
-All 36" wide on main floor		
<i>Hardware</i>		2
-All lever-style		
<i>Bathroom</i>		4
-60" diameter turning space		
-Barrier free shower stall		
-Raised toilet height		
-Knee space under lavatory		
-ADA faucet controls		
-Hand held shower		
-Grab bars		
<i>Electrical</i>		3
-Rocker-type light switches		
-Light switches lower to floor (reachable from seated position 42" from floor)		

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-Raised outlets in walls (easier to reach without bending – positioned 16” from floor) -Breaker panel lower to floor (reachable from seated position – positioned 40” from floor) <i>Kitchen</i> -60” diameter turning space -Pull-out shelving -Side-by-side refrigerator TOTAL		3 20
Conduct a Public Meeting -Provide evidence: advertisement, letters of support, etc		2
Public-Private Venture -Partner with local non-profit housing organizations -Utilize Federal, State housing resources		3
Financial Assistance to Homebuyer <i>Down-Payment/Closing Cost Assistance</i> <i>Reduced Home Owner Association Dues</i> TOTAL		3 2 5
Good Community Design <i>Roads, Neighborhood Layout</i> -Traditional grid; encompassing short blocks, straight streets to cater & promote pedestrian travel -Layout should provide multiple routes to a single destination, minimizing the use of cul-de-sacs and streets with no outlets <i>Traffic Calming</i> -Institute speed limits of less than 20 miles per hour -Provide on-street parking -Use of alleys; alleys provide space for utilities, trash storage, emergency vehicle access and reduces traffic <i>Sidewalks</i> -minimum of 5’, located on at least one side of every street; allows for two people to walk comfortably next to each other <i>Street Lights</i> -small, short, located closer together to minimize glare; promotes a comfort & safety		3 4 3 2

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<p><i>Trees, Landscaping</i></p> <ul style="list-style-type: none"> -Trees should parallel sidewalks; promotes comfort & feeling of ‘outdoor’ room, while providing shade and cooler temperatures -Trees and shrubs should function as borders to ponds, entrances, and neighborhood; creates a definitive community area -Use of native, non-invasive flora and fauna is encouraged <p><i>Open Space, Parks, Play Areas</i></p> <ul style="list-style-type: none"> -Areas should be reserved to function as Open Space, parks, or play areas for children -These areas should be well shaded and landscaped to provide an attractive & safe area for community congregation and child play -Primary views of all units should be directed towards this area in design process <p><i>Recycling</i></p> <ul style="list-style-type: none"> -Institute curb-side recycling program -OR provide a community recycling center <p><i>Bus Stops</i></p> <ul style="list-style-type: none"> -Create a practical pedestrian route to stop -Provide adequate sidewalk access to and at the stop -Provide roadway crossing treatments if applicable -Readable bus stop signs -Safe, well-lit shelter -Located at a point equally accessible by all residents <p style="text-align: right;">TOTAL</p>		<p>4</p> <p>4</p> <p>2</p> <p>3</p> <p>22</p>
<p>Suggested Good Design Element _____</p> <p>_____</p>		TBD
TOTAL POINTS		

*Determined by Department Review Committee

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EXHIBIT B

Maximum Sales Prices

*Based on 30% Housing Debt Ratio

MAXIMUM SALES PRICES FOR THE MODERATELY PRICED HOUSING UNITS AT EACH TIER*			
Household Size	Tier A >100% & <=125%	Tier B >80% & <=100%	Tier C <=80%
1	\$187,500	\$145,900	\$113,000
2	\$217,400	\$169,900	\$131,800
3	\$246,800	\$193,400	\$150,800
4	\$276,700	\$217,300	\$169,900
5	\$300,500	\$236,300	\$185,100
6	\$324,300	\$255,400	\$200,300
		<i>rounded to nearest 100</i>	

- AMI represents the 2008 HUD Area Median Income Limits defined by household size for Sussex County

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EXHIBIT C
CHECKLIST/COVER SHEET

	COMPLETED?
I. APPLICANT INFORMATION	
II. PROPERTY INFORMATION	
III. REQUIRED DOCUMENTATION	
IV. PROPOSED PROJECT	
V. NARRATIVE	
VI. POINTS	

Note: All sections and sub-sections are REQUIRED information. In addition, all materials under section III must be included with the application at the time of submission.

The information contained herein is true and complete to the best of my knowledge.

Signature of Applicant

Date of Submission